

BY-LAWS

ARTICLE I

NAME

Section 1.1 The name of this organization shall be:

FEDERAL WOMEN'S COUNCIL, HAWAII (FWCH)

Section 1.2 The logo is as established for the National Federal Women's Program in 1977.

ARTICLE II

AUTHORITY

Section 2.1 Authority to establish the FWCH is granted by: Executive Orders 11375 (October 1967) and 11478 (August 1969), Public Law 92-261 (March 1972), and the Federal Executive Board (FEB), Honolulu Pacific.

Section 2.2 FWCH activities shall be consistent with the range of authority and discretion which council members hold by delegation from their respective agencies or local activities.

ARTICLE III

PURPOSE

Section 3.1 The purpose of the Federal Women's Council, Hawaii, is to improve the status of women in Federal Government through education of members and agencies/activities, providing information and counseling to women, and influencing management to enhance women's options and career advancement opportunities.

ARTICLE IV

MEMBERSHIP

Section 4.1 Regular Members. The FWCH shall consist of Federal Women's Program Managers (FWPMs), agency/activity Federal Women's Program Committee members, and Federal employees designated by heads of agencies/activities as their representative in the absence of an appointed FWPM. The members shall have voting rights on FWCH issues.

Section 4.2 Alternate Members. An alternate member is an individual designated by a regular member to act and vote in her/his absence during FWCH meetings. Exception: The representative of an absentee officer may vote but not execute any other duties of said officer.

Section 4.3 Ex Officio Members. The elected officers may invite individuals to provide expertise in an advisory or resource capacity to the FWCH. These Ex Officio members must have responsibilities in, or knowledge of, one or more of the following subjects: the Equal Employment Opportunity Program, the women's movement, or women's issues.

ARTICLE V

OFFICERS

Section 5.1 Officers. The elective positions in the FWCH shall be President, Vice President, Corresponding Secretary, Recording Secretary, and Treasurer.

Section 5.1.1 Duties of Elected Officers.

Section 5.1.1.1 President. Provides leadership and guidance to the council. Organizes and presides over council meetings. Obtains support and cooperation from the Honolulu Pacific Federal Executive Board (FEB), attends FEB EEO Council meetings, and provides the FEB with an annual report on council goals. Appoints the parliamentarian. Signs all correspondence except that concerning committee programs that have prior approval of the council. Without exception, letters to the FEB and the Honolulu Area Office, Office of Personnel Management, shall be signed by the President or, in the case of absence, by the Vice President. At the end of the term, submits an annual report to the FEB outlining council activities. Serves as advisor to the council the year following presidency.

Section 5.1.1.2 Vice President (President Elect). Acts in the absence of the President. Serves as overall chair of council committees and provides guidance to all committee chairs. Is responsible for assuring that committees have necessary resources and that committee objectives are being met.

Section 5.1.1.3 Recording Secretary. Records minutes of council meetings and maintains all files on council activities. Takes attendance at council meetings and activities. Conducts the council meeting if neither the President nor the Vice President is present.

Section 5.1.1.4 Corresponding Secretary. Is responsible for all general correspondence for the council. Is responsible for acquiring FWCH incoming mail. Notifies members of upcoming council meetings. Distributes minutes and other correspondence to members. Maintains two council rosters: one of current members and one of past members. Maintains the FWCH scrapbook.

Section 5.1.1.5 Treasurer. The treasurer is responsible for the council's financial records and reports, including the maintenance of adequate records of all transactions involving council funds. The signatures of two officers (generally a combination of the President/Treasurer or Vice President/Treasurer) are required on FWCH checks over \$1,000. Checks for \$1,000 or less require only one signature. The FWCH officers will reimburse individuals for approved expenses upon receipt of adequate documentation. In cases where a business requires an advance payment (such as a security deposit for a conference room), the treasurer has authority to contact the vendor to coordinate the payment.

Section 5.1.1.6 The Vice President, Recording and Corresponding Secretaries, and the Treasurer must submit a year-end report of their accomplishments to the President by September 30. The President will consolidate this information in his/her year-end report to the FEB.

Section 5.2 Terms of Office. Duration of the Secretaries' and Treasurer's terms of office shall be one year. The Vice President serves a two-year term: the first year as Vice President (President Elect) and the second as President. Tenure shall begin at the start of the fiscal year.

Section 5.2.1 Line of Succession. Should the President resign, die, or leave office, the Vice President shall immediately assume the Presidency. The new President will then serve his/her normal term as well. Additionally, mid-term vacant offices other than President will be filled by Presidential appointment for the remainder of the term.

Section 5.3 The Nomination Process. At least 60 days prior to the September meeting, the President shall call for volunteers to serve on a three-person Nominating Committee (NC). The NC shall ask for volunteers or nominees for each of the elective offices. The NC shall request that the volunteer/nominee submit their qualifications for office

Section 5.4 The Election Process. The NC shall develop a ballot that includes the nominees' names and qualifications for office. Voting privileges in FWCH shall be restricted to one (1) vote per agency/activity. Only active members may vote.

Section 5.4.1 Election Date. The election of officers will be held at the September FWCH meeting. Since absentee ballots shall be accepted, the NC shall distribute a ballot to each active member prior to the September meeting. In-person voting will nullify a previously submitted absentee ballot.

Section 5.4.2 Determination of Winner. At the September meeting, the NC shall verify and count the ballots. A ballot shall be void if two (2) or more names are marked for the same office. A plurality (most votes) vote is the criteria for being declared the winner for each seat. The results shall be presented to the President who shall announce the results at the meeting.

Section 5.5 Termination of Office. The term of office shall be terminated by an officer's (1) written request; (2) permanent departure from the island; or (3) the Council may declare a vacancy in an office in the case of an officer who is absent for three successive meetings of the Council without good cause, after written notification to the officer.

Section 5.6 Recognition of Past Presidents. An FWCH President must have served five months or more to be officially recognized as a past President of FWCH.

ARTICLE VI

COMMITTEES

Section 6.1 Standing Committees. FWCH has the following standing committees: Budget and Finance, Constitution, Education, FWP Advisor, Newsletter, Public Emphasis/Recruitment, Special Events, Training, and Women's Issues and Concerns. The committee chairs shall be determined after the annual election of officers and they shall stand through the year.

Section 6.1.1 Duties of the Standing Committees.

Section 6.1.1.1 Budget and Finance. Gathers budget projections from each officer and Standing Committee chair. Uses these inputs to prepare the FWCH budget for the fiscal year. Submits the budget to the council for approval at the November meeting. Revises or updates budget as necessary. Presents such changes to the council for approval.

Section 6.1.1.2 By Laws. Studies all proposed changes to the By Laws and presents findings and recommendations to the council for adoption. Distributes copies of By Laws to council members and others, as needed.

Section 6.1.1.3 FWP Advisor. Provides assistance and information about the council to all new FWPMs. Develops and distributes council's handbooks. Serves as the FWCH representative to the Hawaii Council on Non-Traditional Employment for Women.

Section 6.1.1.4 Public Emphasis/Recruitment. Represents the council at educational institutions, public/private organizations, and other Federal agencies. Explains the purpose of the council and provides information on Federal employment, with emphasis on nontraditional jobs for women, to these groups. Recruit speakers and role models from the council's membership to participate at these programs. Publicizes Federal job opportunities to members and to those who are interested in getting a Federal job.

Section 6.1.1.5 Special Events. Coordinates the Women's History Month (March) and Installation of Officers events. Also coordinates other special events as decided by the council.

Section 6.1.1.6 Training. Plans and coordinates monthly training programs for FWPMs. Also plans and coordinates the annual Career Enhancement Seminar and goal setting meeting sponsored by the council.

Section 6.1.1.7 Women's Issues and Concerns. Periodically (minimum of three times per year) briefs the council on changes/implementations in Equal Employment Opportunity, especially on areas affecting women.

Section 6.1.1.8 Education. Plans and coordinates initiatives that promote and encourage the continuing education efforts of federally employed women. This committee also administers the FWCH Scholarship Program. The committee shall set the selection criteria, use the criteria to rank the applicants, and present the ten highest ranked applicants to the council for final selection.

Section 6.1.1.9 Newsletter Committee. Produces quarterly FWCH newsletters under guidance of the FWCH President.

Section 6.2 Ad Hoc Committees. Shall be established as needed, with the following committees appointed annually:

Section 6.2.1 Awards Committee. This committee shall administer the annual Outstanding Service and FWPM of the Year awards (and any other categories assigned by the council). The committee shall develop separate application forms for each award category. In all cases, selection criteria must be quantifiable. The President shall be given the opportunity to provide input and/or review the selection criteria. The committee will rank the applicants based on the information on their application forms. The committee shall present its recommendations, along with justifications, to the council for final selection.

Section 6.2.2 Nominating Committee. This committee shall solicit candidates for the elective offices. (See Section 5.3 for details.)

Section 6.3 Responsibilities of Committee Chairs. Each chair shall:

Section 6.3.1 Develop an annual budget for the committee's activities.

Section 6.3.2 Attend monthly FWCH meetings.

Section 6.3.3 Select committee members. Provide leadership and direction to their committee. Establish programs designed to meet the objectives of the committee. Preside at all committee meetings. Report on committee activities at the monthly meetings.

Section 6.3.4 Obtain council approval prior to implementing or spending money on any new program. When proposing a new program, a chair must submit a complete plan (objective, proposed budget, necessary resources, schedule, etc.) to the council for review.

Section 6.3.5 Prepare a complete evaluation report on each activity/event the committee conducted. The report must be presented to the council no later than 30 days after completion of the function. At a minimum, the report shall include: the number of participants; the effectiveness of the facilities, materials, and speakers; the committee's recommendations regarding future sponsorship similar programs; and an itemized account (including receipts) of expenditures.

Section 6.3.6 Committee chairs are responsible for all correspondence related to approved committee activities. Copies of correspondence shall be provided to the Corresponding Secretary and the President.

Section 6.3.7 Each chair shall prepare a written year-end report of committee activities. The chair shall read the report at the September meeting then present the report to the incoming President. Additionally, the chair will provide a copy of the year-end report to the outgoing President for inclusion of the annual report of council activities to the FEB.

ARTICLE VII

MEETINGS AND QUORUM

Section 7.1 Regular Meetings. Regular council meetings shall be held on the third Thursday of each month. The President has the authority to reschedule or cancel a regular meeting.

Section 7.2 Special Events. Installation, public emphasis, FWCH sponsored training, and other special occasion meetings shall be considered special events.

Section 7.3 Special Meetings. Meetings other than those indicated above may be called by the President or any two (2) elected officers with the consent of the majority of active members.

Section 7.4 Quorum. A majority of the members (or their alternates) present shall constitute a quorum for the transaction of all business of the full council.

ARTICLE VIII

ANNUAL AWARDS

Section 8.1 Outstanding Service. The council may present an "Outstanding Service Award" to an organization that, or individual who, has consistently supported FWCH projects and goals.

Section 8.2 FWPM of the Year. The FWCH may recognize one FWPM as the Federal Women's Program Manager of the Year.

ARTICLE IX

BY-LAWS

Section 9.1 Adoption. Adoption of the By-Laws shall be by a plurality vote of an FWCH quorum.

Section 9.2 Amendment. The By-Laws may be altered, amended, or repealed by the FWCH. Proposed amendments to the By-Laws shall be presented to the FWCH during a regular or special meeting for discussion, review, and approval. If a quorum is present, the FWCH shall vote for adoption. A plurality vote is required to adopt the amendments/revision.

ARTICLE X

PARLIAMENTARY AUTHORITY

Section 10.1. "Roberts Rule of Order Newly Revised" shall apply on all questions regarding procedures and parliamentary law not specified in the FWCH By-Laws. The Parliamentarian, appointed by the President, shall have a working knowledge of parliamentary procedures and be well-versed on the content of the FWCH By-Laws. The Parliamentarian shall attend all council meetings. The Parliamentarian shall provide advice on the aforesaid issues as required.

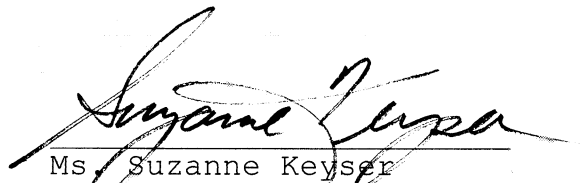
ARTICLE XI

FUNDS

Section 11.1 Distribution of Funds on Dissolution of the Council. Residual assets of the FWCH shall be distributed to on projects in keeping with the purpose of the council as cited in Article III.

6/21/2001

Date adopted


Ms. Suzanne Keyser
FWCH President (Acting),
Fiscal Year 2000-2001